



MAIL OPERATIONS CLERK

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of duties in support of Print and Mail Services operations including the receipt, verification, storage, distribution and inventory of supplies and equipment, and the city-wide distribution of mail.

Supervision Received and Exercised:

Receives direct supervision from the IT Training & Print Shop Services Supervisor and technical and functional work direction from the Print Production Lead.

Essential Functions:

Duties may include, but are not limited to, the following:

- Operate postage meter computer, maintain routine maintenance and troubleshoot basic computer issues.
- Monitor digital postage account compiling routine statistics and reports for management and customers.
- Accept, sort and distribute incoming U.S. Mail, certified mail and shipments via the other carriers according to Print & Mail Services guidelines, the U.S. Postal Service and the other carriers guidelines, procedures and deadlines.
- Accept, sort and distribute interdepartmental mail according to Print and Mail Services guidelines, procedures and guidelines.
- Affix postage to packages or letters by hand, or stamp materials, using postage meter computer.
- Markup undeliverable mail.
- Maintain an inventory of printed forms, printing paper, office and computer supplies for Citywide use; deliver paper and forms to customer departments in the City.

Effective November 1988

Revised August 1994

Revised February 2007 (update duties)

Revised June 2008 (update duties/exp)

Revised November 2011 (title change and update duties)

CITY OF TEMPE

Mail Operations Clerk (continued)

- Receive, stock, and issue supplies and materials; verify incoming shipments for appropriate quantity and quality; check delivery receipts and packing slips against Purchase Orders (PO's) and sign for correct orders.
- Stock inventory in Print; inventory supplies and materials regularly; report replacement needs; maintain files and records; assist in inventory.
- Perform finishing work as required including binding, drilling, cutting, padding, collating, stapling, etc.
- Distribute items received in Print as required; act as back-up for Print Production Specialists as needed; ensure correct boxing and labeling of records to be stored in the Records section of the Stores Warehouse.
- Backup for receiving incoming surplus property, stage sales and auction lots into best value groupings using a pricing formula for surplus property; assist with auctions as required.
- Operate appropriate equipment, pallet jack, small truck and office machines.
- Provide backup at warehouse to maintain in a clean and orderly manner; maintain hard copy records as required.
- Standing and/or walking for prolonged periods of time in the performance of assigned duties.
- Other duties related to the core functions of this classification.

Minimum Qualifications:

Experience:

Some experience in working in a mail room or inventory stocking experience, including distribution of supplies and materials is desirable.

Education:

Equivalent to completion of the twelfth grade. Additional training in bookkeeping or a related field is desirable.

Licenses/Certifications:

Requires the possession of a valid driver's license.

Effective November 1988

Revised August 1994

Revised February 2007 (update duties)

Revised June 2008 (update duties/exp)

Revised November 2011 (title change and update duties)

CITY OF TEMPE
Mail Operations Clerk (continued)

Requires the possession of, or required to obtain within six months of hire, a valid Arizona forklift operator's certificate.

Additional requirements:

Position requires physical.

Examples of Physical and/or Mental Activities:

Regularly lifts / moves boxes and supplies weighing up to 50 pounds.

Competencies:

Pending

Job Code: 064

Status: Non-Exempt / Classified